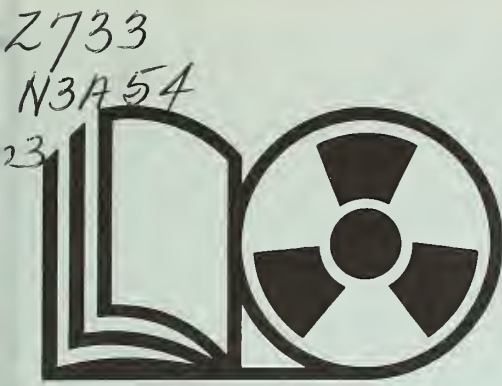


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AGRICULTURAL LIBRARIES INFORMATION NOTES

REGIONAL DOCUMENT DELIVERY VIA LAND-GRANT LIBRARIES IN 1974

By Wallace C. Olsen, Liaison Officer, NAL

Through grants from the National Agricultural Library in early 1974 and cooperative agreements later in the year, USDA personnel and libraries in thirteen states may utilize the major land-grant libraries for delivery of documents at no cost to local or regional administrations. The major land-grant libraries are the prime contact points in each state, except in Oregon and California. The latter state is covered by the University of California, Berkeley, although the Davis and Riverside campuses provide service to the state.

The Southern Tier of states include; Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina. North Carolina State University has provided service from July 1, 1974; all the other state institutions since Jan. 1 or earlier. The region is coordinated by the Science Library of the University of Georgia Libraries in Athens.

The Western states presently include Arizona, California, Hawaii, Oregon and Washington. Hawaii and Washington were added by agreement with their land-grant libraries on July 1; all other states were served throughout 1974.

The University of California, Davis, Library, continues as regional coordinator. The U.S. Forest Service has a strong library system in these states, and they receive only a small portion of the service provided by this regional system.

Texas continues to operate as a regional resource although providing service almost exclusively to personnel or libraries in Texas; occasional items are provided in Louisiana. Even though serving only one state, Texas A&M Libraries received 37% of all requests from the thirteen states; and continues to be the stellar performer by providing the highest completion rate of any region, 76% in 1974.

Some major trends are evident. Requests received during the last six months of the year increased 11% over those of the first half of the year. The Southern Tier and the Western States went up 700 and 500 respectively on requests received, while Texas went down 250. The greatest percentage increase was in the West. This increase is ascribed to a revised current awareness alerting form provided by the Agricultural Research Service and accepted as a valid document request by NAL. The form makes the requesting of documents by individuals easier. Texas A&M University Library personnel negotiate with USDA personnel by telephone when the numbers of requests become great, and when it appears that there may be requests of low value. This accounts to some degree for the decrease in Texas.

Completion rates were down in all regions, from 4 to 10% below the previous six months. The ARS current awareness service probably is the most dominant influence again since the service provides many esoteric

Summary Operational Figures For Calendar Year 1974

	Southern Tier	Western States	Texas	Service in All States
Requests Received	10,905	3421	5192	19,469
Requests Completed in the Region	61%	7%	76%	68%
Requests Searched and /or Verified	20%	12%	32	23%
No. of Photocopy Exposures	62,056	18,484	32,918	113,464
Cost per Transaction				
Per Requests Received	\$ 2.18	\$ 3.35	\$ 2.92	\$ 2.59
Per Requests Completed	\$ 3.56	\$ 4.55	\$ 3.84	\$ 3.83

references which often were not requested by scientists before the easier form was introduced. The big surge in requests from this current awareness service came in October and November, but has decreased slightly since.

There was a 13% drop in items searched and/or verified in the Southern Tier of states, largely as a result of the decision to provide as little searching and verification as could be done without injury to local document delivery. This influence may have been counterproductive since the percentage of items completed during the last six months in the Southern Tier fell.

Comparison of Fiscal and Calendar Year Activity for 1974

	FY-74	July-Dec 1974	Calendar Year 1974
Requests Received	17,417	10,235	19,469
Completed in Region	72%	63%	68%
% of Requests Searched and/or Verified	29%	17%	23%
No. of Photocopy Exposures	104,250	58,364	113,464
Average pages per Photocopy Transaction	8.9	9.3	8.9
Cost per Transaction			
Per Request Rec'd.	\$ 2.50	\$ 2.73	\$ 2.59
Per Requests Comp'l.	\$ 3.48	\$ 4.34	\$ 3.83

Total costs to NAL for the service in calendar year 1974 was \$50,432.33. The increases in prices during the last half of 1974 reflect a large amount of late billing from the first half of the year, and slightly greater amounts of clerical assistance allowed at the coordinating regional centers. Costs include a verification fee, the usual photocopy charges, referral service fee, mail and communications charges as agreed with each institution at the inception of service. These did not change at any institution during 1974.

The overall response from field personnel continues very positive on the service. The National Agricultural Library is pleased with the response of the land-grant libraries and librarians in providing this service.

NEWS

LAND-GRANT LIBRARIANS ABSS/ACRL TOUR

During the ALA Conference in San Francisco the Agriculture and Biological Sciences Section of the Association of College and Research Libraries (ABSS/ACRL) will sponsor an all day tour on July 1, 1975 to research libraries and facilities at the University of California, Davis. Included will be demonstrations of the CAIN on-line service as well as other data bases. The luncheon speaker will be Dr. Richard A. Farley, Director, National Agricultural Library, Beltsville, MD., and Past-Chairman of ABSS who will review the current role of NAL in the biological-agricultural world. The Oberly Award will be presented following the luncheon. There will be a choice of tours to various biological research facilities including:

Tour A: Food Protection and Toxicology
Center Enology Laboratories

Tour B: California Primate Research Center
Bee Biology Research Facility

Dr. Bernard Kreissman, University Librarian will be host for cocktails. Reservations are not limited to ABSS members but are open to all ALA Conference participants. The cost of the tour will be \$10.00 which will include round trip bus transportation from San Francisco to Davis as well as on-campus transportation, coffee, and luncheon at the Faculty Club. The tour will leave San Francisco at 8:00 a.m. and return about 6:30. Because of bus guarantees and limitations, arrangements will be by ADVANCE RESERVATION and PAYMENT by May 20, 1975 and will be transferable but non-refundable. Reservations will be limited to 45. These should be made with Ms. Jane Kimball to whom checks should be made payable. Tickets will be mailed to registrants upon receipt of application and payment. For further information please contact:

Ms. Jane Kimball, Head
Reference Department
University Library
University of California
Davis, California 95616

or

Miss Ann E. Kerker
Veterinary Medical Library
Purdue University
West Lafayette, Indiana 47907

ASIN COMMITTEE RECONSTITUTED

The Agricultural Sciences Information Network Committee has been reconstituted by the National Association of State Universities and Land-Grant Colleges. Dean Duane Acker, University of Nebraska is chairman. Committee members are, Dr. Lois A. Lund, Michigan State University, Dr. D. S. Metcalfe, University of Arizona, Dr. P. E. Waggoner, New Haven Connecticut Agricultural Experiment Station, and Dr. C. P. Ellington, University of Georgia.

SELECTED NEW ACQUISITIONS LISTING

John Beecher, Agricultural Library, University of Illinois at Urbana-Champaign, offers a monthly "Selected New Acquisitions Listing." He would be happy to add anyone to the mailing list who feels they would find it useful. Please request from John Beecher, Librarian, The Agricultural Library, 226 Mumford Hall, University of Illinois, Urbana, Illinois 61801.

NEW NAME

Mayaguez Institute of Tropical Agriculture is the new name for the offshore installation known for more than 70 years as the Federal Experiment Station at Mayaguez, Puerto Rico. Chartered in 1901 as an experiment station for the island, the Institute has come to serve U.S. as well as tropical agriculture. Using the year-round climate to advantage, plant breeders in the new Winter Nursery program can advance their materials by one or two generations during what would normally be off-seasons.

NUTRITION EDUCATION MATERIALS FESTIVAL

"Nutrition Education is Alive and Well." This title was the theme of an all-day workshop on February 7, 1975 which focused on innovative nutrition education programs and media sponsored by the District of Columbia Dietetics and Home Economics Association and held at the Food and Nutrition Information and Educational Materials Center, National Agricultural Library.

The tone of the three-part meeting was set by the keynote address, "Shedding Our Hang-ups," given by Mildred Randall, Associate Professor of Nutrition, American University School of Nursing.

The program featured "New Dimensions," mini-presentations of successful nutrition education programs with speakers discussing reaching teenagers in a Public Health Clinic; describing a concentrated two week nutrition program that involves the whole school, grades 1 through 6, and parents that generated interest to keep small elementary school's school lunch program's finances moving from the red into the black. Other panelists represented the Dairy Council, the USDA's Extension Service and Food and Nutrition Service, and the Montgomery County School Lunch Program. The workshop concluded with a resource festival by the Food and Nutrition Information Center. More than 24 movies and film strips were shown. Games plus displays of children's cookbooks, posters, curriculum guides, books and other educational materials on nutrition were displayed.

Two groups of students--first graders and high schoolers--were there to play the games and use coloring books and participate in demonstrations and a tasting party plus attend showing of the movies and film strips. All of the resources shown are part of the Food and Nutrition Information and Educational Materials Center's collection at the National Agricultural Library and are available for loan and acquired especially for a target audience, school food service personnel and nutrition educators working to integrate food service and classroom activities.

Both sponsoring organizations approved the program for continuing education credit hours for their memberships of professional nutritionists, dietitians, and home economists.

NEW PUBLICATIONS OF NOTE

Agricultural Production Efficiency. Washington, D.C., National Academy of Science, 1975. \$6.50. Order from NAS Printing and Publishing Office, 2101 Constitution Ave., N.W., Washington, D.C. 20418.

AGRINDEX v.1, no.1- Ja. 1975- m
\$25.00 per year.
International index to agricultural literature.
Order from AGRIS Coordinating Centre
Food and Nutrition Organization of
the United Nations
Via delle Terme di Caracalla
00100 Rome, Italy.

American Poultry History, 1823-1973. 775p.
\$25.00. The first complete history of the American Poultry Industry, U.S.A. and Canada. Order from American Poultry Historical Society, Inc., Prof. John L. Skinner, President, Poultry Science Dept., University of Wisconsin, Madison, WI 53706.

Communication Strategies for Rural Development. Proceedings of the 1974 Cornell-CIAT International Symposium at Coli, Columbia. 280p. \$9.50. Available from Communication Arts Mailing Room, Research Park, Cornell University, Ithaca, N.Y. 14850.

A Directory of Information Resources in the United States: Federal Government, with a Supplement of Government Sponsored Information Analysis Centers, rev. ed. Library of Congress, National Referral Center, Washington, D.C., LC 1974. iv.416p. \$4.25.
LC 73-22041 ISBN 0-8444-0116-1. LC 1.31: D62/4/974; Stock No. 3000-00067. Order from Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402

Food Science in Developing Countries: a selection of unsolved problems. A collection of 42 food science problems identified as "worthy of immediate examination by food and nutrition experts primarily from developing countries. Free. Apply to Commission on International Relations, 2101 Constitution Ave., N.W., Washington, D. C. 20418.

HERITAGE OF AMERICAN AGRICULTURE: a bibliography of pre-1860 imprints. Beltsville, National Agricultural Library, 1975. (Library List 98) 71p. Free. A selective compilation of monographs, periodicals, and works of agricultural societies published prior to 1860. Copies may be obtained by sending a return addressed mailing label (we'll pay the postage) to Room 204, National Agricultural Library, Beltsville, MD 20705.

THE NATIONAL AGRICULTURAL LIBRARY: a chronology of its leadership and attainments, 1839-1973. Beltsville, MD., The Associates of the National Agricultural Library, Inc. 1974 \$2.00. Historical information on the origins of the National Agricultural Library and the outstanding accomplishments of its staff. Copies may be obtained by sending \$2.00 per copy in check (or money order) to The Associates NAL, Inc., 10301 Baltimore Blvd., Beltsville, MD 20705.

Root Anatomy and Morphology: a guide to the literature. Hamden, CONN., Shoe String Press, Inc., 1974. \$11.50. This comprehensive survey by Dr. Robert H. Miller of ARS Program Staff covers the field from prior to 1900. Apply to publisher.

NAL SERIAL GAP LIST - NO. 2

The following journal issues are this month's continuation to the list of gaps in NAL's collection. If you can furnish any of these items, please address to:

Selection Section - GAPS
National Agricultural Library
10301 Baltimore Blvd.
Beltsville, MD 20705

1. Bulletin (Office international des epizooties. Paris) 67: 1-2, 1967; 68: 11-12, 1967; 69: 3-4, 5-6, 1968; 76: 1-2, 3-4, 1972; 77: 9-10, 1972.
2. Bulletin (Societe scientifique d'hygiene alimentaire. Paris) 57: 4-6, 1969; 58: 7-12, 1970; 59: 3-12, 1971; 60: 7-12, 1972; 61: 5-12, 1973.
3. Cahiers (Office de la Recherche Scientifique et Technique Outre-mer, Paris) Seriebiologie 17-21, 1973.
4. The Ceylon forester. 9: 1-2, 1969.
5. Environmental letters (Marcel Dekker) 5: 1, 3, 1973.
6. Journal of research (Punjab Agricultural University) 1: 3-4, 1965; 2: 4, 1966; 5: 4, 1968; 10: 3, 1973.
7. Protides of the biological fluids; proceedings 16th, 17th, 1969.
8. Rimba Indonesia 14: 1-4, 1969.
9. Tropical stored products information (Pest Infestation Laboratory Library. Slough, Buck., England) 24, 1972.

AGRICULTURAL DATE BOOK

Mar. 31 - Apr. 3: INFORMATION INDUSTRY ASSN., New York City. Contact: IIA Washington, 4720 Montgomery Lane, Bethesda, MD 20014

Mar. 11-13: SYMPOSIUM ON SOILS FOR MANAGEMENT AND UTILIZATION OF ORGANIC WASTES AND WASTE WATERS. TVA National Fertilizer Development Center, Muscle Shoals, AL. Contact: Victor J. Kilmer, Soils and Fertilizer Research Branch, TVA, Muscle Shoals, AL 35660

Mar. 13: SYMPOSIUM ON SPECIFICATIONS FOR FOOD CHEMICALS. National Academy of Sciences (Auditorium), 2100 C St., N.W., Washington, D.C. 20006
Free and open to public.

Apr. 8-11: NATIONAL MICROFILM ASSN. Anaheim, CA. Contact: NMA, 8728 Colesville Rd., Silver Spring, MD 20910

Apr. 12-16: HEALTH SCIENCE COMMUNICATIONS ASSN. HEALTH EDUCATION MEDIA ASSN. Atlanta, Sheraton-Biltmore Hotel. Contact: Conference Publicity Chairman, Leon G. Benschoter, Director, Bio-medical Communications, Creighton University, 2500 California St., Omaha, NEB. 68178

Apr. 14-18: 5th WORLD CONGRESS, IAALD. Mexico City. Theme: Information Networks. Contact: Ana Maria Paz de Erickson, AIBDA-IICA-CIDIA, Turrialba, Costa Rica.

Apr. 24-25: SERIALS STANDARDS, AUTOMATED SYSTEMS AND SHARED DATA BASES. Center for Continuing Education, University of Georgia, Athens, GA. Coordinator: Don L. Bosseau, Director of Libraries, Emory University, Atlanta, GA 30322

May 6-8: SYMPOSIUM ON MANAGEMENT OF FOREST AND RANGE HABITATS FOR NONGAME BIRDS. Tucson, AZ. Contact: Bud Bristow, Arizona Game and Fish Dept., State Office Bldg., 415 West Congress St., Tucson, AZ 85701

May 22-23: MINICOMPUTERS IN LIBRARIES. Mayo Clinic Library, Rochester, Minnesota.

May 22-24: MIDWEST ACADEMIC LIBRARIANS CONFERENCE. Ohio State University Libraries. Contact: Rita Hirschman, Ohio State University Libraries, Columbus, Ohio 43210

June 8-12: SPECIAL LIBRARIES ASSN. Chicago, Palmer House Hotel. Contact: Ralph Lessing, Promotion Coordinator, SLA. 235 Park Ave. S., New York, N.Y. 10003

June 15-20: 20th SEMINAR ON THE ACQUISITION OF LATIN AMERICAN LIBRARY MATERIALS (SALALM) Bogota, Colombia. Contact: Mrs. Pauline P. Collins, Executive Secretary of SALALM, Secretariat, University of Massachusetts Library, Amherst, MA 01002

June 29-July 5: ALA Conference. San Francisco, CA.

July 5-9: 2nd MID-PACIFIC LIBRARY CONFERENCE. Honolulu, Hawaii. Contact: HLA Travel and Housing Control Center, Group Travel Unlimited, Post Office Box 2198, Honolulu, Hawaii 96805

Sept. 24-26: AGRICULTURAL LITERATURE SYMPOSIUM - proud heritage, future promise. Beltsville, MD. Contact: Executive Secretary, The Associates NAL Inc., 10301 Baltimore Blvd., Beltsville, MD 20705

1890 LAND-GRANT LIBRARIANS SEMINAR

The first of two five-day seminars on development of projects to meet known needs among the 1890 land-grant institution libraries will meet March 3 in Greensboro, NC. The seminars are designed to assist the 1890 library group in developing new models of information services support to meet these needs. The target group will consist of agricultural researchers, teachers and extension workers. Funds to support the seminar series have been provided by the National Agricultural Library through a grant to North Carolina A & T State University. In a broad way, the seminars may be considered an extension of several previous efforts of the NAL (such as the Academic Libraries Measurement Study) which are aimed at providing assistance with library program development in the 1890 Group.

Binford H. Conley, Director, Library Services, F. D. Bluford Library, North Carolina A & T State University is Chairman, *ad hoc* Steering Committee, 1890 Library Directors Group. Participants from USDA are Dr. Rupert G. Seals, Coordinator 1890 Program, Cooperative State Research Service, Dr. Jerome Clement, Director, Special Projects, Rural Development Service, and Wallace Olsen, Liaison Officer, National Agricultural Library.

EDITORS NOTE: The comments of our readers on the first issue of *Agricultural Libraries Information Notes* have been much appreciated. We are still working on improved type and ask your forbearance until we have solved this problem.

STAFF ACTIVITIES

Robyn C. Frank, FNIC has been appointed to serve on the Young Executives Committee for 1976. The purpose of this Committee is to involve the members in work and topics beyond that of their own agencies in the Department of Agriculture. Any reports they develop reflect the opinions of the Young Executives Committee and are not official reports of the Department of Agriculture. Under Secretary of Agriculture, John A. Knebel will serve as chairman of the Young Executives.

PERIPATETIC STAFF

Alan Fusonie conducted research on cherry blossoms, located in the David Fairchild Papers, at Fort Lauderdale, Florida, January 6-9, 1976.

Jeanne Holmes, Robert Butler and Kevin Keaney attended the ALA Midwinter Meeting in Chicago, Illinois, January 18-24, 1976.

Dean Gamble and Charles Bebee attended the American Association for the Advancement of Science Annual Meeting in Boston, February 20-24, 1976.

Richard A. Farley will visit the Interamerican Center of Agricultural Documentation and Information in Costa Rica; February 25 - March 1, 1976.

PERSONNEL ACTIONS

<u>APPOINTMENTS</u>	<u>Position</u>	<u>Section</u>	<u>Eff. Date</u>	<u>Grade</u>
Teresa Thomas	Stu. Aid	Law	2/9/76	-

RESIGNATIONS

Ava Ramsey	Stu. Aid	Law	1/30/76	-
Tina Reardon	Stu. Aid	Reference	1/30/76	-

PROMOTIONS

Veronica Lefebvre	Librn.	Selection	2/15/76	GS-9
Sharon Crutchfield	Librn.	Cataloging	2/15/76	GS-9
Evelyn Brown	Librn.	Cataloging	2/15/76	GS-9

REASSIGNMENTS

Gloria Pugh	Lib. Techncn.	Mgmt. Services to Procurement	1/18/76	GS-5
Nancy Lewis	Librn.	Select. to D.C.	2/15/76	GS-9
Elizabeth Whiting	Librn.	D.C. to Select.	2/15/76	GS-9

NAME CHANGE

Deborah Allen to Luskey	Clk. Typ.	Selection	2/14/76	GS-3
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LIBRARY EMPLOYEES ADVISORY COMMITTEE
NATIONAL AGRICULTURAL LIBRARY

MEMBERS PRESENT

OLD MEMBERS

Sharon Crutchfield
Tom Jones
Harry Kemp
Joyce Myers
Melody Snare
Janet Strickling
Joe Swab
Marian Sullivan
Carl Younger

NEW MEMBERS

Rosemary Bugher
David Ferguson
Ruth Finnblade
Diane Green
Richard Hart
Joe Higgins
Edna Liu
Jerome Rafats
Helen White
Ronald Young
Dee Jenkins

OLD MEMBERS

Marianne Davies
Iris Few
Mary Greenfield
Wei Ping Liao
Bill Thies

MEMBERS ABSENT

NEW MEMBERS

Evelyn Brownlee

Feb. 4, 1976--The meeting was called to order at 9:50.

The agenda and minutes were approved.

Mr. Swab welcomed all members of both the old and new LEAC.

Mr. Swab reviewed some of the items that were taken up by LEAC in the past six months.

Unfinished business being turned over to the new LEAC, include the Arts and Crafts Exhibit, suggested for the spring, and continuation of the work begun by the Cafeteria Committee, chaired by Iris Few.

An inventory of LEAC property by Mrs. Crutchfield. Copies were distributed to all members.

Mrs. Crutchfield moved that a 60-cup coffee-maker be purchased for use of all of LEAC's functions. It was voted on and approved.

The Treasurer, Melody Snare, reported that there was a balance of \$262.47 in the Treasury. Miss Snare also handed out a xeroxed summary of the income and expenditures for the year.

Mr. Swab proposed amendments to the By-Laws. A vote will be taken at the next LEAC meeting.

Officers for the new LEAC term were elected as follows:

Chairman--Ronald Young
Vice-Chairman--Melody Snare
Treasurer--Jerry Rafats
Secretary--Diane Green
Assistant Secretary--Helen White

Good luck to the new officers of the 1976 LEAC.

The Meeting was adjourned at 10:30.

THE NEXT MEETING WILL BE CALLED BY THE NEW CHAIRMAN.

Janet Strickling
Janet Strickling, LEAC Secretary

Narrative Progress Report
of the
National Agricultural Library
on
Equal Employment Opportunity
July 1-December 31, 1975

I Organization and Resources

1. The major activities of the Federal Women's Program Coordinator this reporting period were:

Service on the committee for EEO Awareness Week, September 29-October 3, 1975, by arranging the film showings on International Women's Year Day and the exhibit "International Input" which featured the contributions women from other countries make within the Department;

Service on the Beltsville International Women's Year Committee which planned the three day program "Women on the Move", October 1-3, 1975;

The appointment of a new Federal Women's Program Coordinator, Celeste Huecker, effective October 14, 1975, through December, 1976;

Attendance at the final session of the Goddard Space Flight Center's Federal Women's Week, October 24, 1975;

Attendance at the Agricultural Research Center-West film showing "The Emerging Woman", November 10, 1975;

Participation in a special meeting of the USDA FWP Coordinators, November 11, 1975;

Attendance at the monthly USDA FWP Coordinators meeting November 12, 1975;

Participation in the third meeting of the Interdepartmental taskforce of the National Commission for the Observance of International Women's Year at the State Department Auditorium, November 18, 1975; and,

Participation in the U.S. Civil Service Commission training course, "Federal Women's Program Coordinator," December 9-11, 1975.

2. The major activities of the Spanish Speaking Program Coordinator were:

Establishment of a Cooperative Education Working Agreement with the New Mexico Highlands University, Las Vegas, New Mexico, August 12, 1975;

Appointment of a new Spanish Speaking Program Coordinator, Idalia Acosta, a Spanish Speaking American, November 7, 1975;

Attendance at the Agricultural Research Center-West film showing, "The Emerging Woman", November 10, 1975;

Participation in a training session requested by HACE (Hispanic American Cultural Effort) in Room 3056S, USDA;

Attendance at the monthly meetings of USDA SSP Coordinators November 25 and December 18, 1975;

Attendance at the U.S. Civil Service Commission's meetings of SSP Coordinators, December 2, 1975;

Participation in the U.S. Civil Service Commission training course, "Federal Women's Program Coordinator, December 9-11, 1975; and,

Active recruitment for three vacancies at NAL.

Rita M. Leyba, a library science major from the New Mexico Highlands University was appointed to a library technician position, effective December 8, 1975, under a Cooperative Education Working Agreement. This appointment will remain in effect until ninety (90) days after Miss Leyba's anticipated graduation date of June 1978.

3. NAL has no field installations.

4. The Equal Employment Opportunity Advisory Committee lost two members who have not been replaced to date. The membership list for this reporting period follows:

<u>Name and Division</u>	<u>Grade</u>	<u>Appointment Expires</u>
Bugher, Rosemary	GS-5	January 1977
Butler, Helen	GS-6	January 1977
Claburn, Diana	GS-4	January 1977

<u>Name and Division</u>	<u>Grade</u>	<u>Appointment Expires</u>
Daniel, Betty, Proc.	GS-5	January 1977
Ferguson, David, CA	GS-11	January 1977
Johnson, Carrie, Index.	GS-7	January 1977
Kulp, Leslie, Acq.	GS-13	January 1977
Pugh, Gloria, OD	GS-6	January 1977
Reeves, Wallace, Maint.	GS-6	January 1977
Thomas, Norman, OD	WG-6	January 1977
Tontarski, Tatiana, Cat.	GS-11	January 1977
White, Helen, Cat.	GS-6	January 1977
Sophar, Gerald, DEEO	GS-14	Ex-Officio
Daley, Katherine, EEO Coord.	GS-12	Ex-Officio
Huecker, Celeste, FWP Coord.	GS-11	Ex-Officio
Acosta, Idalia, SSP Coord.	GS-9	Ex-Officio
Gray, John, EEO Couns.	GS-7	Ex-Officio
Mahler, Mary, EEO Couns.	GS-12	Ex-Officio
Williams, Erastine, EEO Couns.	GS-5	Ex-Officio
Swab, Joseph, Chairperson, LEAC	GS-12	Ex-Officio

- 5 The statistical analysis of the committee by grade, race, sex and job type is:

By Grade and Sex

Grade	Total	Male	Female
GS-4	1	0	1
GS-5	3	0	3
GS-6	5	2	3
GS-7	2	1	1
GS-9	1	0	1
GS-11	3	1	2
GS-12	3	1	2
GS-13	1	1	0
GS-14	<u>1</u>	<u>1</u>	<u>0</u>
Total	20	7	13

By Race

Black	9	Grades 5-9, 12
Spanish American	1	Grade 9
Other	10	Grades 4-6, 11-14

By Job Type

Clerical	2	Grades 5 and 6
Professional	8	Grades 9-14
Technician	9	Grades 4-7
Wage Board	1	Grade 6

6. The Committee met monthly on the third Tuesday of each month. The major activities and projects of the committee during this reporting period follow:

Establishment of a sub-committee to screen EEO films and recommend titles for inclusion in the NAL weekly film showings;

Establishment of a procedure to monitor the NAL FY-76 EEO Actions Plan; and,

Accept nominations for the FWP Coordinator and EEO Counselors for the EEO Officer.

7. The EEO Program has been publicized agency-wide by the following methods:

Minutes of the monthly meetings of the Equal Employment Opportunity Advisory Committee appears as attachments to the Agricultural Libraries Information Notes which is published monthly and circulated to all employees

Announcements of interest to the Federal Women's and Spanish Speaking Programs also appear as attachments to the aforementioned publication.

II. Recruitment

1. NAL has established continuing contact with the following high schools and colleges.

Bladensburg High School
Bladensburg, Maryland

Northwestern High School
Hyattsville, Maryland

Contact Person:

John Good

ARS-Personnel Employment and
Placement Branch

Federal Center Building #1, Room 565
Hyattsville, Maryland

New Mexico Highlands University
Las Vegas, New Mexico

Contact Person:

Virginia Ortiz Y Pino

Director, Cooperative Education

- 2.3. ARS is the NAL Servicing Personnel Office. Therefore, it also serves as the recruiting agency.

4. There are no additions or deletions to the list of positions for which Spanish is required, or desirable.

5. A Spanish Speaking female was appointed to a library technician, GS-1411-3, Acquisition Division, Selection Section. NAL made this appointment under its Cooperative Education Working Agreement with the New Mexico Highlands University (see also I.2. of this report).
6. A Cooperative Education Working Agreement was established with the New Mexico Highlands University, Las Vegas, New Mexico, August 12, 1975. NAL will hire two(2) library science majors each of whom will work alternating periods of six (6) months of each calendar year.

During this reporting period NAL employed eighteen (18) students in its work study program. The statistical analysis of this type of employee is:

Black	10	YW-3506-1	10
Male	5	GW-1411-2	1
		YW-3506-1	4
Female	13	YW-3506-1	13

7. During this reporting period there were fifteen (15) part-time employees. The statistical analysis of this group is:

Black	2
Males	3
Females	12

By Grade and Job Type

Clerical	GS-322-2	2
Technician	GS-1411-2	2
	GS-1411-3	1
	GS-1411-4	1
	GS-1411-5	3
	GS-1411-6	1
Professional	GS-1410-7	3
	GS-1410-11	2

8. NAL does not develop and/or distribute recruitment literature. In cooperation with the Civil Service Commission and other federal libraries we continue to use the following publication:

U.S. Civil Service Commission.
Professional Careers for Librarians.
 (Announcement 422) Washington,
 November 1969. 18p.

6. One (1) employee completed training and was reassigned from a paraprofessional to a professional series this reporting period.

Career Opportunities Program

Total		Black		Spanish		Indian		Oriental		None of these	
M	F	M	F	M	F	M	F	M	F	M	F
0	1	0	1	0	0	0	0	0	0	0	0

7. No aids and training on career counseling were given supervisors during the reporting period.

V. Training, Incentive Awards, Performance Evaluation

1. No employees received the Department Civil Rights Training Course during this reporting period. NAL has no training staff. The Servicing Personnel Office, ARS, did not offer the course this period.
2. ARS, Personnel Division, serves as the recruiting agency for NAL.
3. Nal has no training staff. All training is received from the Civil Service Commission, ARS, or from other sources, government and non-government.
4. Managers and supervisors participate in Civil Service Commission courses for training in understanding EEO.
5. There were no awards for outstanding contributions to EEO.
6. NAL has not yet planned the orientation training program for all new employees.
7. There were no participants in the NAL Executive Development Program this reporting period.

VI. Community Efforts

1. There was no need to offer assistance to new employees in finding suitable housing or transportation.
2. There was no effort to work with predominantly minority or women's colleges, technical schools, vocational and high schools, to develop to improve the school's curriculum.

VII. Internal Evaluation

1. There were no personnel management evaluations during this period.
2. Because NAL is a small agency of 170 full-time (190 total) employees, special problem areas are identified easily on site without special studies and/or through analysis of NFC reports.
3. There was no evaluation of subordinate levels' EEO progress during this reporting period.

VIII Complaints

1. Four (4) EEO Counselors were designated this reporting period. One (1) counselor was re-appointed. The remaining three (3) were newly designated. The counselors were selected by the EEO Officer from a list of nominees prepared by the members of the EEO Advisory Committee.

Two (2) newly designated counselors received training in EEO Counseling from the U.S. Civil Service Commission, Personnel Management Training Center, Bureau of Training.

2. There is no need for advanced EEO counseling courses.
3. A list of the names and locations of each NAL EEO official is distributed annually to each employee. (See attachment I¹)

¹ The revised listing of the "NAL Equal Employment Opportunity Staff" was circulated to all employees on December 17, 1975.